

Bulletins on Health Insurance, Payroll, and Personnel

UPPS Newsletter 2000-01

January 1, 2000

Part-Time to Full-Time or Vice-Versa

As everyone is aware, if you have an employee who is coded as part-time on the P-1, that employee does not accrue any type of leave. All part-time employees shall work less than 100 hours per month.

However, if an employee is changed in the middle of the month to full-time, or vice-versa, then the employee must have worked 100 hours or more as full-time to accrue leave for that month.

Due to the fact that this could be an administrative nightmare for payroll officers, we strongly encourage Personnel Executives to submit these P-1's to be effective on the first of the month.

Revised Personnel Manual to be issued 1-1-2000

Effective January 1, 2000, we will be issuing a newly revised Procedures Manual for Personnel/Positions Actions. This manual replaces the previous User's Manual. Once you receive the new Manual, please destroy any copies of the old Manual, since that version will no longer be maintained.

This Manual will also be placed on the Personnel Cabinet's Intranet Website at <http://kygovnet.state.ky.us/personnel/homepage.htm> in both PDF and HTML formats. You will be notified by e-mail when revisions have been made to the manual and you will then be instructed to access the on-line manual to view those changes. Paper copies of the updated pages will continue to be mailed to those of you for whom we do not have e-mail addresses. If you are not listed in the "Global Address List", but would like to receive e-mail notification of changes, please send your e-mail address to beverly.wilhoite@mail.state.ky.us. She will add you to the e-mail distribution list.

If you have any suggestions on how the Manual can be further improved, please feel free to contact Jackie Shrout at 502-564-6464 or a member of the Processing Branch at 502-564-6873.

*Personnel Cabinet
5th Floor, 200 Fair Oaks Lane
Frankfort, Kentucky 40601*

*Secretary
Carol M. Palmore
Suite 516, 502-564-7430
Fax 502-564-7603*

*Joan M. Walker, Commissioner
Department for
Personnel Administration
Room 530, 502-564-2428
Fax 502-564-5826*

*Julie True, Commissioner
Department for
Employee Relations
Suite 511, 502-564-7911
Fax 502-564-4311*

*Personnel Cabinet Web Site
[http://www.state.ky.us/
agencies/personnel/
pershome.htm](http://www.state.ky.us/agencies/personnel/pershome.htm)*

INSIDE THIS ISSUE

- 1 Part-time to Full-Time or Vice-Versa
- 1 Revised Personnel Manual to be issued 1-1-2000
- 2 TALX-The Work Number
- 2 Adoption Assistance
- 2 Weekend Premium for Personnel/Payroll
- 2 Employee Status Codes for Co-op & Scholarship
- 2 Local Tax Updates
- 2 1999 Newsletter Index
- 3 Health Insurance
- 3 New Director of Employee Benefits Named

TALX--The Work Number® -- Employee Verification for Mortgage Loans, etc.

Please remember that on approximately January 1, 2000, employees will need to use the last four digits of their social security number as their PIN #.

In an effort to make the Work Number more valuable, TALX has recently completed an extensive redesign and upgrade of their Intranet Sites, including <http://www.theworknumber.com> and the on-line transaction site at <http://verify.theworknumber.com>. Both sites now offer better navigation and easier access to important information. For employees, they are offering links to online lending sites and home buying tips, but the greatest benefit has to be easier access to online Salary Keys (previously called authorization codes). Employees can securely manage their Salary Keys in a visual environment, see if they have been used by a verifier, and get help, all online. All Salary Key transactions are completed in a secure environment, making this a very safe, simple, and convenient employee benefit.

Adoption Assistance

Modifications have been made to the Payroll System to accommodate Adoption Assistance. You will need to enter an "8" in column 31 of Transaction 916 to indicate that only taxes (Social Security/Medicare) are to be withheld and a "3" in column 32 will indicate that you want it as a separate check.. The revision to the Payroll User's Manual will be distributed to Payroll staff.

Weekend Premium for Personnel/Payroll

Effective January 1, 2000, Weekend Premium will be in production. Weekend Premium amount is replacing the old Workers' Comp field on the P-1. Remember that the Weekend Premium has to be authorized by the Personnel Cabinet

Employee Status Codes for Co-op & Scholarship

Effective January 16, 2000, the Employee Status Code for Co-op and Scholarship will be an "M" (non-merit).

Local Tax Updates

The Occupational Tax for Campbell County, 18-59, will increase from .95% to 1.05%, effective 1-1-2000. The rates for the following cities within Campbell County will also increase:

Alexandria, 05-71, from 2.45 to 2.55;
Bellevue, 18-66, from 2.70 to 2.80;
Cold Spring, 05-59, from 1.45 to 1.55;
Dayton, 18-49, from 2.95 to 3.05;
Fort Thomas, 18-81, from 1.95 to 2.05;
Newport, 18-32, from 3.45 to 3.55;
Silver Grove, 05-62, from 2.45 to 2.55;
Southgate, 18-69, from 2.95 to 3.05;
Wilder, 18-42, from 2.45 to 2.55.

1999 Newsletter Index

For your convenience in referencing newsletter topics, attached is an index of UPPS Newsletters distributed during 1999. These newsletters can be found on the Personnel Cabinet's intranet website at <http://kygovnet.state.ky.us/personnel/payinfo.htm>. If you are not listed in the "Global Address List", please send your e-mail address to beverly.wilhoite@mail.state.ky.us. She will notify you by e-mail each month when the newsletter is added to the intranet.

ATTENTION HEALTH INSURANCE COORDINATORS

Health Insurance

The coordinators/payroll officers will continue to be responsible for entering payroll information on the "Y" screen for all applications that are not open enrollment applications. The Benefits Data Branch must be notified of any changes made to the payroll system within 24 hours of the change by faxing or e-mailing the information. The Benefits Data Branch will process the information within 48 hour and will, hopefully, reduce this to 24 hours. Please keep in mind that any qualifying event requires some type of documentation (with the exception obtaining age 24 or age 65).

All new health insurance applications must be mailed to the Benefits Data Branch within 24 hours of the system being updated in an effort to ensure that employees receive their ID card from the health insurance carrier in a timely manner.

Please be advised that the health insurance carriers are only required to refund premiums back 90 days.

New Director of Employee Benefits

Jill R. Hunter, the former director of customer service for Bluegrass Family Health, Inc., has been named as the new director of the Division of Employee Benefits in the Personnel Cabinet. As director she will oversee the administration of the following statewide programs: health insurance, life insurance, workers' compensation, and the Kentucky Employee Assistance Program.

UPPS Newsletters Index
Bulletins on Health Insurance, Personnel and Payroll
Issues 1-12, 1999

<u>Issue</u>	<u>Date</u>	<u>Subject</u>
99-01	January 1	<ul style="list-style-type: none"> • Director of Division of Employee Records Appointed • Reminder on Payroll Adjustments • Make Those KECC Pledges Count • Protective DentiCare Rate Increase • State Active Duty for KY National Guardsmen • Shift Differential • Delta Dental of Ky Rate Increase • Health Resources, Inc. Rate Increase • W-2 Address • Insurance Carriers • 1998 Newsletter Index • Health Insurance Information
99-02	February 1	<ul style="list-style-type: none"> • Requests for Service Verification or Sick Leave Retained • Authorization Signature Forms • Agency Assignments for Processing Branch • Deferred Comp Deducted at Termination • CompDent Rate Increase • Leave Maintenance • Insurance Carriers • Deferred Comp Moves to New Location • Local Code Update--Laurel County, Breathitt County, & Jackson. • Health Insurance Refunds
99-03	March 1	<ul style="list-style-type: none"> • Processing Branch Manager Named • Form W-4 • Sick Leave Sharing Forms • Other Salary Adjustments • Use the Correct Employee Name to Avoid Problems with Social Security Reporting • Budget Projections • Payroll Information on the Intranet • Local Tax Update--Laurel County • Telephone Listing • CCU Deductions • Health Insurance & LWOP • Changing Primary Care Physician • Qualifying Events • Terminations • Phone Calls to Health Insurance Branch • Cobra • Mail 1999 Cobra Applications Directly to the Carrier
99-04	April 1	<ul style="list-style-type: none"> • Direct Deposits • Revenue Cab "Notice and Claims" against State Employees • Retirees Returning to State Government • New RDS Report • Interim Appointments • Welcome New Employees • Local Tax Update--Grayson County & Leitchfield • New Phone Numbers for Director of Employee Records • Insurance Premium Refunds • Automatic Payroll Feeds • Terminations/Retirements/Official LWOP • Company Number Changes • PCP Problems • Miscellaneous

		<ul style="list-style-type: none"> • Commonwealth Choice
99-05	May 1	<ul style="list-style-type: none"> • Requests for Service Verification or Sick Leave Retained • Sick Leave Donation Form Modified • Good News--Look What's Coming to State Government in the Very New Future--TALX • Managed Care Administrators Removed from Payroll Deduction Participation • Local Tax Update -- Clinton County • Health Insurance Branch Changes • Health Insurance Reminders
99-06	June 1	<ul style="list-style-type: none"> • Phase 1 & 2 of Payroll on MARS • Classes Ineligible for Block 50 Payments • Voluntary Transfer/Demotion Form Revised • Local Tax Update--Caldwell County & Princeton • PD Not Needed for Co-op Positions • Telephone Listing
99-07	July 1	<ul style="list-style-type: none"> • Phase 3 of Payroll on MARS • Helpful Information Can Be Found on Personnel's Webpage • Local Tax Update--Ashland, Eddyville, Lincoln Co., Stanford, Taylor Co. • Authorization Signature Form Revised • Automatic Payroll Feeds • Company Number Changes • KCHIP • New Employee • COBRA
99-08	August 1	<ul style="list-style-type: none"> • EFT Checkstub Sort • Sick Leave Donation Form • Travel Checks • MARS Forms Location • Welcome New Employee • Commonwealth Choice • Open Enrollment Meeting • New Changes to Health Insurance Qualifying Events • KCHIP Update
99-09	September 1	<ul style="list-style-type: none"> • TALX • Guidelines for the New Regulations • Travel Reimbursement • We Need Your Help • Use of Military Leave vs. Governor's Request Military State Active Duty • Sick Leave Donation Form • Local Tax Update--Cumberland County, Burkesville & Cumberland Co., Harrison County, Cynthiana, Breathitt County, Jackson • Change to CICS Payroll Menu Screen • EFT Return Procedures • UPPS Newsletter to be added to Personnel's Intranet Webpage. • NAC's Added/Modified Per New Regulations • FMLA Changes Per New Regulations • Open Enrollment for Health Insurance
99-10	October 1	<ul style="list-style-type: none"> • Charity Campaign • Open Enrollment • Local Tax Update--Eddyville, Ashland • State of Emergency for Kentucky Guard • Edits & Payrolls will no longer be printed at Personnel • Personnel Memos Available on the Web • Child Support Utility Numbers • Personnel Cabinet Telephone Listing • Open Enrollment Reminders to Insurance Coordinators

- | | | |
|-------|------------|--|
| 99-11 | November 1 | <ul style="list-style-type: none">• Leave Accrual• W-2 Time Approaches• Employee Addresses on UPPS• EFT Pre-Note Schedule• Reminder--Edits/Payrolls no longer printed by Personnel• Employees that Terminate in the Middle of Pay Period• Local Tax Update - Knox County• Family and Medical Leave• United Concordia Rate Increase• Adenta Rate Increase• Health Resources, Inc. Rate Increase• Health Insurance• Commonwealth Choice |
| 99-12 | December 1 | <ul style="list-style-type: none">• Checks Issued Before Christmas• Block 50 Ineligible List• State Active Duty for Ky. National Guardsmen• Reporting of Voting Leave• Document Direct Training• Local Tax Updates - Hazard, Burkesville & Cumberland County Resident, Burkesville & Cumberland County Non-Resident, Cumberland County Resident, Cumberland County Non-Resident, Frankfort• Backup Documents for P-1's• TALX--The Work Number (PIN #)• Payroll Schedules• Service Verification Requests• Requests for Exemption to Hiring Freeze• Burch Dental Rate Increase• Workers' Compensation• Health Insurance ID Cards 2000 |